

OLC 79-0652

1 MAR 1979

MEMORANDUM FOR: See Distribution

FROM : Legislative Counsel

SUBJECT : Contacts with Members of Congress and Staffs

1. At the express direction of the DCI, the Office of Legislative Counsel is the focal point for all Agency contacts with Capitol Hill. This includes not only Congressional correspondence but the scheduling of appointments, briefings, and visits with all Members of Congress, their personal staffs, and Committee staff members. Since my office is expected to be fully aware of and involved in any official contact with the Hill, your assistance and cooperation in the following situations is greatly appreciated.

A. Requests/Inquiries: When your office receives a call directly from a Member's office or Committee, whenever possible the call should be referred to my immediate office x6121. If this is not feasible, then the recipient of the call should advise OLC of the details of the request. My office will then be in a position to ensure that all the appropriate people are alerted and that, if necessary, the information which the DCI requires for meetings with Members or staff people is provided on a timely basis, including background information on what the Member is interested in, and what may have prompted this request.

B. Correspondence for DCI/DDCI Signature: This subject was dealt with at length in my memorandum to you of 2 November 1978 (a copy of which is attached for quick reference). Recently, there has been some slippage and I would like to remind you that all letters in final form should be coordinated with OLC prior to their submission to the DCI/DDCI. This way we can ensure that format, names (and spellings thereof), titles and salutations used are correct and also up-to-date. Also, attached for your guidance, are sample exemplars.

2. I hope you will understand our need to be fully informed on these matters and I certainly appreciate your past and continuing cooperation.

SIGNED

Frederick P. Hitz

Attachments:

As Stated

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